

California Department of Veterans Affairs



Serving Veterans Since 1946

Classification: **Institutional Personnel Officer II (\$4319-\$5211)**
Permanent – Full-Time

Location: Veterans Home of California, Chula Vista
Chula Vista, CA

Who Should Apply: Current State employees who are eligible on a certification list, transfer, or reinstatement. **SROA/SURPLUS PROVISIONS APPLY**

Duties and Responsibilities: *Under the supervision from the Chief of Personnel Management Division:*

- Consult with management, advise and make recommendations on the application of personnel laws, rules, policies, standards and procedures. Evaluate their operation and effectiveness.
- Confer with the appropriate staff, management and employee representatives on grievances; investigate and make recommendations on proposed adverse actions and rejections on probation.
- Maintain a Report of Performance program; direct a program for the monitoring of performance standards.
- Direct staff of the Human Resource Office in the maintenance of the system for keeping employee records and for the uniform and efficient processing of personnel transactions.
- Work closely with headquarters and control agency staff on matters pertaining to the allocation of positions, salary determination; issues related to employee relations.
- Provide training to Human Resource staff and to Veterans Home supervisors, managers and employees on various personnel management related topics.

Desirable Qualifications:

- Knowledge of laws, rules and regulations affecting personnel record keeping, personnel transactions, payroll and certification processes.
- Knowledge of techniques of employee recruitment; employee relations and performance evaluation; principles of effective supervision.
- Ability to develop and administer training programs; train and supervise subordinates.
- Ability to effectively contribute to the Department's safety, health, and labor relations objectives.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Veterans Home of California, Chula Vista
700 East Naples Court
Chula Vista, CA 91911
Attn: Pam Aikman

Inquiries:

Voice: (619) 482-6027
TDD: (916) 653-1966

Final Filing Date: Until Filled